

## **POLICE RULE 5**

### **PROMOTION**

#### Policy

Regular and Spot Promotion of employees to ranks of Lieutenant and below shall be accomplished as outlined in this rule and the current edition of the Indiana State Police Promotion System Guide. The ranks of Captain and above shall be appointments.

Section 5-1 Appointments (*Refer to definitions in [Regulation 3](#) under Promotions*)

Appointments to the ranks of Captain and above shall be made by the Superintendent, subject to the approval of the Indiana State Police Board; such positions shall not become permanent.

Section 5-2 Regular and Spot Promotions

All Regular Promotions shall proceed through the following steps outlined below. At the discretion of the Superintendent selected Spot Promotions may be filled utilizing the steps outlined below or as described in Section 5-10 of this rule.

Section 5-3: The Promotion System

A. The promotion system consists of five (5) separate parts

1. Written Test/Specialized Requirements
2. Structured Oral Interviews
3. Performance Appraisal
4. Longevity
5. Civilian College Education

B. These parts will be weighted as listed below

1. 40% Written Test/Specialized Requirements
2. 40% Structured Oral Interviews
3. 5% Performance Appraisal
4. 10% Longevity
5. 5% Civilian College Education

Section 5-4 Requirements

A. Employees who wish to be considered for regular promotion to ranks below captain must first meet specific requirements. The exact requirements to be completed will depend upon the specific position in which the applicant is interested. The requirements consist of a written test and/or specialized requirements such as a commercial pilot's license, a college degree, etc. At the

discretion of the Superintendent, employees may be laterally transferred in the best interests of the Department.

B. An employee whose present position is reclassified as outlined in [HMR-025](#) shall not be required to meet established requirements to be eligible for promotion.

C. The Promotional Guide contains the specific requirements for all positions in the Department below the rank of captain.

#### Section 5-5 Advertising Vacancies and Application Processing

A. The Assistant Chief of Staff (AC/S) HRA upon becoming aware that a vacancy exists, or will exist on a specific date, will, with the approval of the Superintendent, publish a notice of such vacancy including, at a minimum:

1. The position title and rank;
  2. The location of assignment (e.g. GHQ, area, a district, etc.) for the position;
  3. A description of eligibility requirements, including any special requirements;
  4. The responsibilities and duties of the position; and
  5. Notification that the interview process will be conducted:
    - a. Within 60 days after the notice of vacancy expires,
    - b. Between the hours of 0800 and 1700; and
  6. This vacancy notice shall be sent to all commanding officers. Notices of vacancies shall be published for a minimum of 5 business days.
- B. Each commanding officer receiving a notice of vacancy shall cause all members of their respective commands to be notified.

C. All eligible employees interested in being considered for a vacancy shall submit:

1. By e-mail Part I of the Indiana State Police Application for Promotion to the Department Personnel Officer, within the Human Resources Division, with a cc to the employee's supervisor, by 4:30 pm (state time) on the date of posted vacancy closing. It is the individual employee's responsibility to ensure Part I is received by the Department Personnel Officer; and

Note: If Part I is not received prior to the closing of the vacancy the employee shall not be eligible for the vacancy.

2. Submit Parts II (commanders' endorsements) and III (essay) of the Application for Promotion to their commanding officer. Part III shall consist of a 500 word essay, in memorandum format, to the Superintendent explaining why the applicant is qualified for and desires the vacant position.

D. To be eligible to apply, a person must:

1. Have successfully completed the probationary officer's requirements and moved from probationary to permanent status;
2. Have scored at least 70% on the written test required in Section 5-2 above;
3. Hold a rank not more than two grades below that of the vacancy, with the exception of applicants holding the rank of trooper who shall be eligible to apply for vacancies up to and including the rank of first sergeant;
4. The employee may not be in an unpaid leave status; and
5. Shall meet any additional special requirements outlined in the announcement.

E. The applicant's commanding officer receiving the applications shall:

1. Forward an email to the AC/S HRA identifying those personnel within that command who have submitted an application; and
2. Forward Parts II and III of the application to the AC/S HRA no later than ten (10) calendar days after the notice for the vacancy has closed. Part II shall also include a statement as to the duty status of the applicant (e.g. Full duty or limited duty).

F. The Human Resources Division shall:

1. Collect all applications;
2. Determine the eight (8) applicants whose scores on the written test are the highest;
  - a. If multiple vacancies (with the same job description) are posted within a single vacancy announcement, interviews shall be conducted concurrently to fill each of the vacancies.
  - b. When two (2) vacancies (for a single posting-as stated above) are announced, the nine (9) applicants having the highest written test scores shall be eligible for interview. If three (3) vacancies are announced on one posting, then ten (10) applicants are eligible, and so on.
3. Provide to the Superintendent the identity of the two highest scoring qualified minority applicants for the vacant position when underutilization of minorities exists in the vacant rank and minorities are not represented in the eligible applicant group; and

4. Deliver a list of eligible applicants to the chairperson of the interview committee and inform the chairperson of any problems concerning eligibility and/or qualifications.

G. In addition to the eligible applicants mentioned in E.2 above, when underutilization exists, the Superintendent may include in the interview process up to two qualified minorities who have scored the highest and who have applied for the vacant position

#### Section 5-5 Interview Process

A. The AC/S Human Resources and Administration shall designate interview committees composed only of those majors and captains who have been trained in the Structured Interview Process. In addition, a chairperson shall be named.

B. The chairperson of the interview committee shall:

1. Determine the time and place for conducting the interviews within the guidelines of Section 5-3 (A) 2;
2. Be responsible for causing all eligible applicants to be notified of the interview;
3. Ensure all associated documents are present at the interview site;
4. Preside over the interviews; and
5. Forward the results of the interviews to the Institute for Public Safety Personnel (IPSP).

C. All eligible applicants shall appear before the interview committee at the designated time and place. Those applicants, who fail to do so, after having received the notification, may be eliminated from consideration for the position.

D. The interview committee shall:

1. Interview all applicants who present themselves at the designated time and place;
2. Ask only those questions that are approved for the structured oral interview for the vacant position;
3. Judge all applicants' potential, as objectively as possible, using only the information brought out during the structured interview; and
4. Use the Promotion Interview Forms to determine and record a numerical value for each area considered.

#### Section 5-6 Calculation of Final Score

- A. The AC/S Human Resources and Administration shall forward the performance evaluation calculation, education credit calculation and longevity calculation to the IPSP for a final score.
- B. IPSP will compile the final scores for each applicant in a rank order listing and will forward the list to the Human Resources Division, who will then compile and forward the information to the Superintendent.
- C. Applicants will be provided feedback, in writing, from the Human Resources Division after the vacancy has been filled.

#### Section 5-7 Selection

- A. The Superintendent shall designate, subject to approval of the Indiana State Police Board, the applicant to be promoted from the top three (3) on the list, except:
  - 1. When it has been determined that there is an underutilization of minorities in the vacant rank. When that has been determined, the Superintendent may designate a minority for promotion into the vacant position subject to approval of the Indiana State Police Board, regardless of the minorities' position on the list; or
  - 2. When multiple vacancies (with the same job description) are posted in one announcement, as noted in section 5-3, E. 2. a., the Superintendent may designate the applicant to be promoted from:
    - a. The top four (4) on the list when two (2) vacancies are announced, or
    - b. The top five (5) on the list when three (3) vacancies are announced and so on.
- B. To be eligible for promotion, the employee must be able to perform the essential functions of the position being sought.

#### Section 5-8 Regular Promotion Probationary Periods

Employees who have been elevated by regular promotion in rank, grade or position below the rank of captain (except for permanent appointment to the rank of trooper from the rank of probationary trooper) shall:

- 1. Serve a probationary period of at least one (1) year from the date of promotion, but may be extended for cause for not more than one (1) additional year of active service in the new rank, grade or position before such rank, grade or position becomes permanent;
- 2. Be subject, without recourse, to reduction by the Superintendent to the permanent rank, grade or position held prior to promotion at any time during the probationary period, and it shall not constitute a demotion. As a condition to promotion, a waiver shall be signed acknowledging that such reduction may be made as herein described; and

3. Automatically assume permanent status in the new rank, grade or position provided no action for reduction has been taken by the Superintendent during the probationary period.

#### Section 5-10 Spot Promotions

A. May be made in cases in which the duty to be performed may be particular in nature. Upon recommendation of the Superintendent, the Indiana State Police Board may designate positions as spot assignments. Spot Promotion may involve temporary increases in rank.

B. Procedures determined by the Superintendent and outlined in the vacancy announcement shall be followed; and

C. Any employee so assigned may be returned, by the Superintendent, to the employee's former permanent rank, grade or position at any time, without recourse. The affected employee shall sign a waiver as a condition of a spot assignment. Any such return shall not constitute a demotion.

#### 5-11 Return to Previous Rank

If an employee is promoted (Permanent or Spot) or appointed to a position and after all initial and remedial training has been utilized is unable to satisfactorily perform the requirements of the new position, the Superintendent may return the employee to their previous rank, previous position-if it has not been filled, or to another position at the Superintendent's discretion that is in the best interests of the Department. If this is in relation to a permanent promotion it shall occur within the respective probation period. This action shall not be considered a demotion.